

State Historic Preservation Office

Survey and Planning Grant Program Guidelines For Historic Resources Inventories

April 2013

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Survey and Planning Grant Overview

For Historic Resources Inventories (HRIs)

The State Historic Preservation Office (SHPO) offers Survey and Planning Grants to Connecticut municipalities and 501(c)3 and 501(c)13 nonprofits to be used for a variety of historic preservation planning purposes. The below guidelines are for the development of Historic Resources Inventories or HRIs.

Survey and Planning Grants are funded by the Community Investment Act. *"The Community Investment Act"* (also known as Public Act 05-228) was signed into law on July 11th, 2005. The Act provides increased funding for open space, farmland preservation, historic preservation and affordable housing.

Usually, Survey and Planning Grants are matching, one-time reimbursement grants. However, for HRIs, the match requirement is waived. Municipalities may apply for a grant award up to \$20,000.

A proposed project budget can exceed the total of the matching grant; however, additional sources of non-state funding must be identified on the Financing Plan and Budget included with the application. The grant recipient must expend the total project cost and reimbursement will be made upon approval of the final product.

All work must be completed by a consultant who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61. The use of state and/or federal funds requires an open bidding process. Project consultants cannot be pre-selected and any potential consultants cannot play any role in the design of the project or application.

Applicants:

Grantees can only have one active Survey and Planning Grant at a time. Grantees must close-out an existing grant before applying for a subsequent grant.

Eligible applicants:

- Connecticut municipalities
- 501(c)(3) or 501(c)(13) nonprofit organizations that have had tax-exempt status for at least two years
- 501(c)(3) or 501(c)(13) nonprofit organizations that have had tax-exempt status for less than two years but can demonstrate at least a 5 year-history of sustainable historic preservation program activity
 - Must be individually approved as eligible for funding by the Historic Preservation Council

Ineligible applicants:

- Federal agencies
- State agencies
- "Friends" groups
- For-profit businesses or organizations
- Individuals
- Service organizations or clubs

No agency or organization can act as a fiscal agent to receive or disburse Historic Restoration Fund Grant funding.

What We Fund:

Historic Resources Inventories

Historic Resources Inventories create detailed records of historic buildings, sites, structures, and/or objects within a defined geographical area or multiple resources related to a theme throughout the state. These documents are based on archival research, field work, and photography. The Historic Resources Inventories must be completed by a consultant who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61. In most cases this will be an Architectural Historian.

HISTORIC RESOURCES INVENTORY - BUILDING AND STRUCTURES

State Historic Preservation Office (SHPO) One Commerce Place, 3rd Floor, Hartford, CT 06103

PROPERTY INFORMATION (CONT'D)

Building Name (Common): 7 CENTRAL AVE

Street Address or Location: 7 CENTRAL AVE

Town/City: Clinton

Map: 44 Block: 27

Owner: BENTON EDWINE TRUSTEE

PROPERTY INFORMATION (CONT'D)

Related outbuildings or landscape features: ☐ Barn ☐ Shed ☐ Garage ☐ Carport

Other landscape features or buildings: ☐

Surrounding Environment: ☐ Open Land ☐ Woodland ☒ Residential ☒ Commercial

☒ Age-building variety ☐ Current building variety

Relationship of building and surroundings:

This building is located on the south side of Central Avenue in Clinton. The building reflects the residential character of the area and is a good example of early 20th-century construction.

Other notable features of building or site (interior and/or exterior):

The building is a two-story brick residence with a prominent front porch and a side porch. It features a gabled roof and a full-width front porch. The building is a good example of early 20th-century construction.

Materials (Indicate use or location when appropriate)

☒ Foundation ☐ Board & Batten ☐ Shingles ☐ Concrete (Type) ☐ Cut Stone

Structural System

☒ Wood Frame ☐ Post & Beam ☐ Balloon

Roof (Type)

☒ Gambrel ☐ Shed ☐ Hip

Interior

☐ Wood Shingle ☐ Flat Asphalt ☐ Tin ☐ Built up ☐ Tile ☐ Other

Number of Stories: 2 **Approximate Date:** 1910

Structural Condition: ☐ Excellent ☒ Good ☐ Fair

Exterior Condition: ☐ Excellent ☒ Good ☐ Fair

Location Integrity: ☐ On original site ☒ Moved

Alterations? ☒ Yes ☐ No **If yes, explain:** 1910

FOR OFFICE USE: **Form #** 1 **Sheet #** 1

Organization: Katharine Press

Address: 180 West Street, H.E.

Subsequent field evaluations:

Threats to the building or site: ☐ None known ☐ Other

Continuation: ☐ Yes ☒ No

Historical or Architectural Importance:

Although this house was built after the turn of the century, it is a good example of early 20th-century construction. It features a gabled roof and a full-width front porch. The building is a good example of early 20th-century construction.

Photographer: Tom Bryant

View: See continuation sheet

Name: Lucas Karmaliou and Ft.

Organization: Katharine Press

Address: 180 West Street, H.E.

Subsequent field evaluations:

Threats to the building or site: ☐ None known ☐ Other

Continuation: ☐ Yes ☒ No

**All projects must be publically bid according to State Regulations
and Procedures and all consultants must be approved by SHPO
prior to the award of the contract.**

Please see Appendix D for more information.

Eligible Expenses

Only project specific expenses are eligible toward the grant. This includes:

- Consulting Fees
- Administration (up to 15% of grant award)
- Printing
- Postage
- PDF and GIS Formatting

Other expenses may be eligible toward the grant; however any expenses must be pre-approved by SHPO.

Ineligible Activities and Costs:

- Costs incurred prior to the contract start date
- Costs incurred after to the contract expiration date
- Acquisition of real estate
- Archaeological salvage
- Capital expenses
- Construction, restoration, rehabilitation
- Court actions
- Curation
- Equipment purchase
- Fines or penalties
- Fundraising efforts
- General operating expenses
- Hospitality expenses including food, beverages, entertainment
- Interest payments
- Interpretive expenses
- Lobbying activities
- Nonconformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties
- Projects already underway
- Political contributions
- Regranting
- Scholarships
- Software acquisition
- Travel

**Only project specific expenses that have
been approved by SHPO are eligible
toward the grant.**

Application Information

Applications are due by the 10th of each month. All complete applications will be reviewed by SHPO staff and considered for funding. Once an application is reviewed, SHPO will contact the applicant with any questions or points of clarification.

If the application is complete, applicants will be asked to make a presentation to the Historic Preservation Council who votes to recommend the awards of grants. The Historic Preservation Council meets the first Wednesday of each month. The Historic Preservation Council votes to recommend the award to the Advisory Committee on Culture and Tourism who ultimately awards the grant.

Please visit our website for the Survey and Planning Grant application.

Selection Process

The following criteria are the basis for the review of Survey and Planning Grant applications:

- Clear narrative describing the proposed project
- Ability of the product to have a positive impact on local historic preservation efforts
- Thoroughness and appropriateness of the project budget
- Feasibility of the product's/program's success
- Evidence that the product will do one or more of the following:
 - a. Inventory and survey the state's cultural resources
 - b. Encourage new awareness of historic preservation at the local level
 - c. Expand the scope of current public education outreach
 - d. Produce written or website materials for property owners and/or town officials
 - e. Nomination of historic resources to the State or National Registers of Historic Properties
 - f. Produce high-quality pre-development documents

Grant Administration

Once a grant is awarded by the Advisory Committee on Culture and Tourism, SHPO will send the grantee an Assistance Agreement between DECD and the grantee. These contracts must be signed and returned to SHPO within 30 days. Grantees are required to credit SHPO and the Survey and Planning Grant program in all print, audio, video, internet and publicity materials. As stated above, eligible expenses must be pre-approved by SHPO.

SHPO has the right to withhold, reduce, or cancel grants if the grantee:

- Owes a final report from a previous SHPO grant
- Fails to comply with the terms of the grant contract
- Demonstrates inadequate financial management or oversight
- Does not properly credit SHPO's support
- Experiences significant changes in programs or services
- Cancels or suspends a grant funded project

Request for Reimbursement

As stated above, all Survey and Planning Grants are one-time reimbursement grants. Once the project is complete, a close-out package must be submitted to SHPO for review and approval. Upon approval, SHPO will submit a grant reimbursement request to the DECD Office of Financial Administration.

Grant Cancellations

SHPO has the right to withhold, reduce or cancel grants if an organization:

- Fails to comply with the terms of the grant contract
- Does not start a project within 90 days of the grant contract execution
- Demonstrates inadequate financial management or oversight
- Does not properly credit SHPO support
- Experience significant changes in the scope of work
- Completes work without prior approval of SHPO
- Experiences significant delays in the grant project

If you have questions regarding the Survey and
Planning Grant-Historic Resources Inventory
program please contact Mary Dunne at
Mary.Dunne@ct.gov or 860-256-2756